

Sheriff

MISSION STATEMENT

The mission of the Sheriff's Office is to serve the citizens of Montgomery County in a lawful, fair, impartial, and non-discriminating manner by providing leadership and professional support, as required, to ensure that Court mandates are carried out in a manner that respects individual rights and freedoms. The Sheriff's Office is committed to establishing and maintaining cooperative working relationships with all other law enforcement, governmental, and Criminal Justice agencies, and the Courts to ensure that the citizens of Montgomery County are receiving the fullest range of law enforcement services required for a safe and orderly society.

BUDGET OVERVIEW

The total recommended FY06 Operating Budget for the Office of the Sheriff is \$16,010,510, an increase of \$1,413,450 or 9.7 percent from the FY05 Approved Budget of \$14,597,060. Personnel Costs comprise 88.7 percent of the budget for 161 full-time positions and five part-time positions for 167.6 workyears. Operating Expenses account for the remaining 11.3 percent of the FY06 budget.

HIGHLIGHTS

- ❖ **Fund one Public Safety Aide position, previously grant-funded, for the Domestic Violence Section in the Grants Program. The Sheriff's office will continue to serve protective and peace orders 24 hours a day, 7 days a week with a response of time within 12 hours.**
- ❖ **Restore funds for one recruit class in the Administration Program.**
- ❖ **Productivity Enhancement**
 - **The Sheriff's Office converted and upgraded two separate systems [Card Access and Badging Systems] into one integrated system resulting in one database; thereby eliminating the dual entry of data as well as expediting security clearances of County employees.**

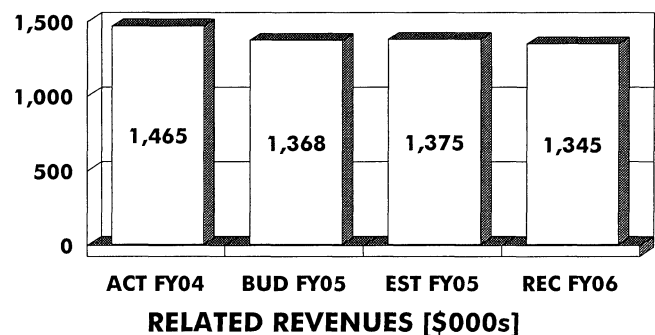
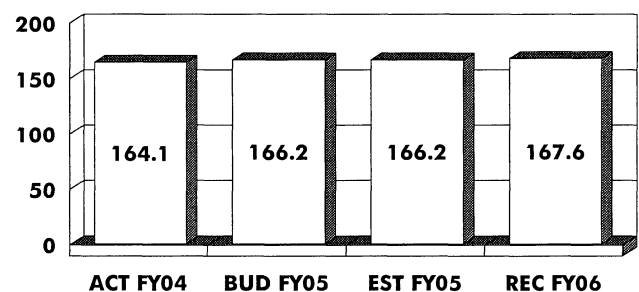
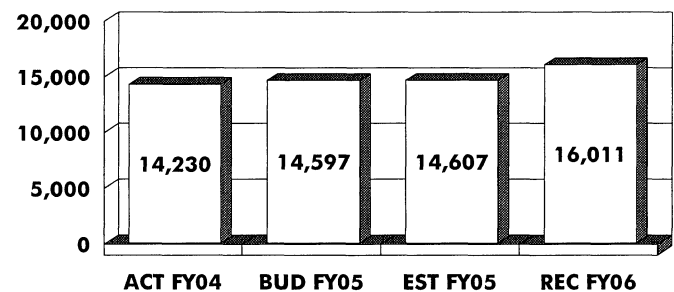
PROGRAM CONTACTS

Contact Jo Ann Ricchiuti of the Office of the Sheriff at 240.777.7077 or Belinda M. Bunggay of the Office of Management and Budget at 240.777.2794 for more information regarding this department's operating budget.

Program Summary

	Expenditures	WYs
Administration	2,748,050	15.3
Courtroom Security and Transport	6,131,840	71.1
Civil Process	2,005,920	24.2
Criminal Process/Warrants and Extraditions	1,703,220	18.9
Special Operations	2,850,770	33.0
Grants	570,710	5.1
Totals	16,010,510	167.6

Trends



PROGRAM DESCRIPTIONS

Administration

This unit provides general administrative support to the Office including recruiting and hiring, training, background investigations, payroll, purchasing, internal investigations, automation, and budget-related functions. The Administration section provides technical support for Sheriff's Records Management System (RMS).

The Administration unit also oversees the Sheriff's compliance with recognized accreditation standards. The Assistant Sheriffs direct research and development of policies, procedures, and regulations to meet professional standards developed for law enforcement agencies. The Assistant Sheriffs also oversee internal investigations, represent the Office in legislative matters, and provide legal direction.

The Sheriff's Office participates in school functions, civic association meetings, and serves on commissions and committees. The Sheriff's Office participates in environmental crimes task forces, as needed, and participates in other public safety agencies' applicant, promotional, and disciplinary boards. Administrative personnel organize in-service and specialized training of deputies and the annual weapons qualification, as required by the Maryland Police Training Commission.

FY06 Recommended Changes

	Expenditures	WYs
FY05 Approved	2,292,650	12.9
FY06 CE Recommended	2,748,050	15.3

Courtroom Security and Transport

The Sheriff's Office provides security for the Montgomery County Judicial Center and the juvenile courtrooms located at 27 Courthouse Square. The Sheriff's Office is also responsible for transporting prisoners between the new Montgomery County Correctional Facility (MCCF), Montgomery County Detention Center (MCDC), and the various court holding facilities, as well as to and from health care facilities. This program also provides for guarding prisoners while at these facilities. When a writ is received from other counties, deputies are required to transport MCDC and MCCF prisoners to other Maryland District and Circuit Courts. The Sheriff administers the temporary detention facilities in the Silver Spring and Rockville District Courts and the Rockville Circuit Court for all adult prisoners and the Juvenile Court lockup located at 27 Courthouse Square.

The Sheriff's Office provides security for the County's Circuit Court located in the Montgomery County Judicial Center. The Sheriff's Office uses a trained canine to detect explosives, weapons, and to serve as a general crime deterrent within the courthouse. The canine unit also responds to mutual-aid calls from the Montgomery County Police Department, the Montgomery County Fire and Rescue Service, and other law enforcement agencies as necessary. X-ray machines and magnetometers screen visitors entering the building at the five courthouse entrances.

FY06 Recommended Changes

	Expenditures	WYs
FY05 Approved	5,987,630	74.0
FY06 CE Recommended	6,131,840	71.1

Civil Process

The Sheriff's Office is mandated to serve all civil and criminal processes directed to it by the Courts or private litigants and file returns to the Court. These papers include summonses, subpoenas, failure-to-pay rent notices, and other court documents. The civil process function is supported by deputies who research and serve papers and by administrative staff who maintain the tracking process.

The Sheriff's Office also executes court-ordered attachments, real and personal property seizures, and replevins (a civil action to recover property wrongfully taken). As a final step in resolution of a court judgement, the Sheriff's Office conducts sales of seized or attached items. In the case of evictions, the Sheriff's Office restores real property to rightful owners by evicting tenants and their possessions as directed by the court. When appropriate, tenants are referred to human service agencies.

FY06 Recommended Changes

	Expenditures	WYs
FY05 Approved	1,954,540	24.2
FY06 CE Recommended	2,005,920	24.2

Criminal Process/Warrants and Extraditions

The Sheriff is responsible for serving both adult and juvenile Circuit Court and District Court civil bench warrants, Circuit Court criminal warrants, and Child Support Enforcement warrants. The Warrant Section maintains on-line warrant systems including National Crime Information Center (NCIC), Maryland Interagency Law Enforcement System (MILES), and the Warrant Component in the Records Management System (RMS). The Warrant Component in CJIS is a shared resource used by the Montgomery County Police and the Sheriff's Office to track outstanding warrants. The Sheriff's Office also conducts investigations to locate and apprehend those fugitives for whom the Sheriff's Office holds a warrant. In addition, the Sheriff's Office is responsible for returning fugitives to Montgomery County from other jurisdictions for outstanding Circuit Court warrants and processing those fugitives when returned.

FY06 Recommended Changes

	Expenditures	WYs
FY05 Approved	1,487,720	18.9
FY06 CE Recommended	1,703,220	18.9

Special Operations

The Sheriff's Office is the lead agency in Montgomery County for service of Domestic Violence Petitions, Protective Orders, and Peace Orders. The Sheriff's Office also transports citizens to hospitals on Emergency Evaluation Petitions and Two Doctor Commitments. In an effort to enhance protection for the victims of domestic violence, the Sheriff's Office offers cellular phones

to all domestic violence victims and has a partnership with ADT Security for alarm pendants for victims who are most vulnerable.

FY06 Recommended Changes

	Expenditures	WYs
FY05 Approved	2,277,290	30.1
FY06 CE Recommended	2,850,770	33.0

Grants

The Sheriff's Office has a contractual agreement with the State's Department of Human Resources to serve all summonses generated by the Child Support Enforcement Division. Staff assigned to the Child Support Enforcement Program serve child support summonses and subpoenas, research complex cases dealing with defendants evading service, and respond to emergency situations that occur within the County's Child Support offices. As part of the agreement, the Sheriff's Office receives a fee for service of the warrants and partial Federal funding for salaries and operating expenses of the section.

FY06 Recommended Changes

	Expenditures	WYs
FY05 Approved	597,230	6.1
FY06 CE Recommended	570,710	5.1

BUDGET SUMMARY

	Actual FY04	Budget FY05	Estimated FY05	Recommended FY06	% Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	8,836,850	9,096,540	9,100,030	9,827,030	8.0%
Employee Benefits	3,111,505	3,336,400	3,336,400	3,936,470	18.0%
County General Fund Personnel Costs	11,948,355	12,432,940	12,436,430	13,763,500	10.7%
Operating Expenses	1,360,295	1,566,890	1,566,890	1,676,300	7.0%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	13,308,650	13,999,830	14,003,320	15,439,800	10.3%
PERSONNEL					
Full-Time	155	155	155	156	0.6%
Part-Time	5	5	5	5	—
Workyears	159.0	160.1	160.1	162.5	1.5%
REVENUES					
Sheriff Fees	733,542	725,000	725,000	725,000	—
Bond Forfeiture-Sheriff	76,653	20,000	20,000	20,000	—
Fingerprint Fees	1,190	1,200	1,200	3,900	225.0%
Child Support Enforcement: Incentive Funds	6,847	4,000	4,000	4,000	—
Medical Transport Sheriff	9,908	10,000	10,000	10,000	—
Child Support Enforcement: Warrant Service	0	5,970	5,970	5,970	—
Sheriff - Miscellaneous	1,033	4,000	4,000	4,000	—
Rental of Courthouse	500	1,000	1,000	1,000	—
County General Fund Revenues	829,673	771,170	771,170	773,870	0.4%
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	477,677	319,330	319,330	308,320	-3.4%
Employee Benefits	159,225	135,680	135,680	136,560	0.6%
Grant Fund MCG Personnel Costs	636,902	455,010	455,010	444,880	-2.2%
Operating Expenses	284,841	142,220	149,020	125,830	-11.5%
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	921,743	597,230	604,030	570,710	-4.4%
PERSONNEL					
Full-Time	5	5	5	5	—
Part-Time	0	2	2	0	—
Workyears	5.1	6.1	6.1	5.1	-16.4%
REVENUES					
Child Support Grant - Equipment Replacement	0	0	15,360	15,360	—
Child Support Enforcement Grant	459,225	500,550	491,990	555,350	10.9%
Domestic Violence Grant	3,500	0	0	0	—
Local Law Enforcement Block Grant (LLEBG)	70,208	0	0	0	—
Stop Domestic Violence (VAWA)	-1,410	0	0	0	—
Domestic Violence Assistant (VAWO)	90,581	96,680	96,680	0	—
County & Municipal Agency Domestic Preparedness	13,160	0	0	0	—
Grant Fund MCG Revenues	635,264	597,230	604,030	570,710	-4.4%
DEPARTMENT TOTALS					
Total Expenditures	14,230,393	14,597,060	14,607,350	16,010,510	9.7%
Total Full-Time Positions	160	160	160	161	0.6%
Total Part-Time Positions	5	7	7	5	-28.6%
Total Workyears	164.1	166.2	166.2	167.6	0.8%
Total Revenues	1,464,937	1,368,400	1,375,200	1,344,580	-1.7%

FY06 RECOMMENDED CHANGES CROSSWALK

	Expenditures	WYs
COUNTY GENERAL FUND		
FY05 ORIGINAL APPROPRIATION	13,999,830	160.1
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY06 Compensation	536,600	0.0
Increase Cost: Annualization of FY05 Personnel Costs	340,200	0.0
Increase Cost: FY06 Group Insurance Rate Adjustments	180,800	0.0
Increase Cost: Sheriff Academy - One Recruit Class (3 positions) [Administration]	98,030	1.4
Increase Cost: Motor Pool [Administration]	69,250	0.0
Increase Cost: FY06 Retirement Rate Adjustments	66,420	0.0
Increase Cost: FY06 Group Insurance	60,000	0.0
Replace: One Full-time Public Safety Aide Position for Domestic Violence Section in the Byrne Grant [Special Operations]	42,340	1.0
Increase Cost: FY06 Pay Matrix Impact	23,350	0.0
Increase Cost: Records Management [Administration]	17,280	0.0
Increase Cost: Miscellaneous Operating Expenses [Administration]	5,700	0.0
FY06 RECOMMENDATION:	15,439,800	162.5
GRANT FUND MCG		
FY05 ORIGINAL APPROPRIATION	597,230	6.1
<u>Changes (with service impacts)</u>		
Eliminate: Violence Against Women Organization Grant Expiring 6/30/2005 [Special Operations]	-96,680	-1.0
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Annualization of FY05 Personnel Costs [Special Operations]	30,350	0.0
Increase Cost: FY06 Compensation [Special Operations]	19,500	0.0
Increase Cost: Annualization of FY05 Operating Expenses [Special Operations]	11,730	0.0
Increase Cost: FY06 Group Insurance Rates Adjustments	8,580	0.0
FY06 RECOMMENDATION:	570,710	5.1

FUTURE FISCAL IMPACTS

Title	CE REC. FY06	FY07	FY08	(FY09)	FY10	FY11
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY06 Recommended	15,440	15,440	15,440	15,440	15,440	15,440
No inflation or compensation change is included in outyear projections.						
Elimination of One-Time Items Recommended in FY06	0	-9	-9	-9	-9	-9
Items recommended for one-time funding in FY06, including Records Management Fee, will be eliminated from the base in the outyears.						
Labor Contracts	0	575	677	677	677	677
These figures represent the annualization of FY06 increments, general wage adjustments, and associated benefits. Estimated compensation (e.g., general wage adjustment and service increments) for personnel are included for FY07 and beyond.						
Subtotal Expenditures	15,440	16,006	16,109	16,109	16,109	16,109

SHERIFF

PROGRAM:

Special Operations

PROGRAM ELEMENT:

Domestic Violence

PROGRAM MISSION:

To provide law enforcement services to domestic violence victims by effecting swift service of Interim and Temporary Protective (or Ex parte^a) Orders, Protective Orders, and Temporary Peace Orders, and by performing "welfare checks" of victims^b

COMMUNITY OUTCOMES SUPPORTED:

- Safe individuals and families
- Assistance to domestic violence victims
- Respect for the law

PROGRAM MEASURES

	FY02 ACTUAL	FY03 ACTUAL	FY04 ACTUAL	FY05 BUDGET	FY06 CE REC
Outcomes/Results:					
Number of "welfare check" violations resulting in arrest ^b	8	2	9	5	5
Number of weapons seized as a result of Protective Orders	100	40	140	80	80
Service Quality:					
Percentage of Interim and Temporary Protective Orders within Montgomery County attempted within six hours of being brought to the Sheriff's Office	80	80	80	80	80
Percentage of Interim and Temporary Protective Orders within Montgomery County attempted within 12 hours of being brought to the Sheriff's Office	100	100	100	100	100
Percentage of Interim and Temporary Protective Orders served ^{c,d}	81	82	79	78	78
Percentage of Interim and Temporary Peace Orders served	83	82	78	77	77
Percentage of domestic violence victims issued cell phones when requested	100	100	100	100	100
Percentage of Interim and Temporary Protective Orders and Protective Orders entered into MILES and NCIC within 12 hours ^e	100	100	100	100	100
Efficiency:					
Interim and Temporary Protective Orders and Peace Orders served per workyear	119.6	106.2	115.9	106.4	109.8
Cost per Interim and Temporary Protective Order or Interim and Temporary Peace Order served (\$)	531	662	632	668	735
Workload/Outputs:					
Number of Interim and Temporary Protective Orders and Peace Orders received and closed	2,131	2,006	2,497	2,380	2,486
Number of Interim and Temporary Protective Orders served ^d	1,728	1,653	1,980	1,850	1,910
Number of "welfare checks" completed ^b	4,998	4,803	5,340	4,440	4,831
Number of Interim and Temporary Peace Orders received and closed	1,085	1,076	1,382	1,470	1,762
Number of Interim and Temporary Peace Orders served	903	884	1,079	1,130	1,385
Number of ADT pendants issued ^f	16	3	6	12	12
Number of cell phones available for issue	500	500	500	500	500
Inputs:					
Expenditures (\$000)	1,397	1,679	1,932	1,991	2,423
Workyears	22.0	23.9	26.4	28.0	30.0

Notes:

^aTemporary Protective Orders were called Ex parte Orders before December, 2002.

^bWelfare checks involve efforts by Sheriff's deputies to ensure that victims are safe and court orders are being obeyed after the issuance of an Interim or Temporary Protective Order.

^cThe percentage of orders served includes orders served by the Montgomery County Sheriff's Office and orders served by neighboring law enforcement agencies at the request of the Montgomery County Sheriff's Office (for persons who reside within the jurisdiction of those agencies). The measure is, therefore, only partly controllable by the Montgomery County Sheriff's Office.

^dReasons for the Sheriff's inability to serve an Interim or Temporary Protective Order after it is received include an invalid address for the respondent, a respondent who is avoiding service, or a respondent who is not inside the County.

^eMILES and NCIC are national law enforcement databases.

^fADT pendants are "panic buttons" that are worn around the neck of the victim. They can be used to summon help anywhere within a certain area of the victim's premises.

EXPLANATION:

The Sheriff's Office has recognized the importance of law enforcement's role in domestic violence. The Montgomery County Sheriff's Office is responsible for service of Protective Orders that are issued when victims of domestic violence seek relief from abusive situations. In FY00, the Maryland Legislature passed a law enabling victims who are unable to utilize the Protective Order process to file for Peace Orders. The Sheriff's Office serves these orders as well and treats them in the same manner as Protective Orders. On December 1, 2002, a new "interim" order was established. Interim Protective Orders (and Interim Peace Orders) are issued by a commissioner and are designed to provide quick but temporary protection lasting for a few days. The interim order is usually followed by issuance of a Temporary Protective Order (the old Ex parte Order) or a Temporary Peace Order, both of which are issued by a judge and are good for seven days. After that period, the court can choose to approve an extended Protective (or Peace) Order.

The number of orders filed relating to domestic violence increased by 24% in FY04. Most victims are issued cell phones for calling 911, to give them an added line of defense. In addition, a partnership has been formed with ADT Security in order to provide ADT pendants ("panic buttons") to victims at especially high risk.

In FY99, at the request of District Court Judge Vaughney, the Sheriff's Office began "welfare checks" of petitioners. During the seven days that the Temporary Protective or Temporary Peace Order is valid, the petitioner is potentially in the most danger. Recognizing this fact, the Sheriff's Office performs four "welfare checks" of the petitioner - two by phone and two at the premises to ensure that the victim is safe and that the respondent is not violating the order. Many such orders require the respondent to vacate the premises, and violating that order can result in an arrest. In FY04, nine respondents were arrested during welfare checks for violating Temporary Protective Orders by being on the premises when the deputies were there conducting a welfare check.

PROGRAM PARTNERS IN SUPPORT OF OUTCOMES: District Court; Circuit Court; Abused Persons Programs; Maryland State Police; Montgomery County Police; ADT Security; Maryland Network Against Domestic Violence; Bureau of Alcohol, Tobacco, and Firearms.

MAJOR RELATED PLANS AND GUIDELINES: Maryland Annotated Code 4-501 - 4-516, Article 27 Section 742, NCIC Code Manual, CJIS Reference Manual.